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Government
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**day
camp
manual**

A STUDY OF MANDATORY STANDARDS AND DESIRABLE PRACTICES FOR CHILDREN'S DAY CAMPS



Ontario

Ministry of
Culture and
Recreation

Sports and
Recreation
Bureau

The material for Day Camp Manuals
was originally written and compiled by William Babcock,
Ontario Camping Association.

The 1974 revisions were prepared by
members of the Day Camp Committee, Ontario Camping Association
for Sports and Recreation Bureau
Ministry of Culture and Recreation.

TITLES IN THE DAY CAMP SERIES


1. Administration
2. Staff
3. The Camper
4. Program
5. A Study of Mandatory Standards
and Desirable Practices for
Children's Day Camps

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Day Camp Manual Book V

**A Study of
Mandatory Standards
and Desirable Camping
Practices for
Children's Day Camps
revised 1974**



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ONTARIO CAMPING ASSOCIATION

A STUDY OF MANDATORY STANDARDS AND DESIRABLE CAMPING

PRACTICES FOR CHILDREN'S DAY CAMPS

REVISED 1974

One of the prime purposes of the Ontario Camping Association is the promotion of better camping for our campers. Every camp director strives to improve his camp and his methods of operation. For this reason, he belongs to the Ontario Association, and in return the Association tries to help the camp director.

Except for the Mandatory Standard section, A Study of Camping Practices does not grade or evaluate a camp. It is a means whereby a camp director can check through his own operation, principles and procedures, and determine where he can improve his own camp. By having another camp director (member of the Standards Committee Visiting Team) go through each item of the questionnaire and discuss it with the camp's director, many facets of camping practice will be clarified.

No camp is expected to be able to answer all questions. Every camp and every camp site is different and these differences must be maintained in order to serve different kinds of campers. Under no condition is standardization desirable. This study will suggest these many differences and give camp directors the opportunity to discuss camping practices that cannot be adequately covered at our annual conference or in the Association's meetings during the winter months. We shall all profit when desirable practices are maintained and the undesirable discarded.

MUST BE COMPLETED BY VISITOR

Person(s) interviewed by visitor(s)

.....

.....

Position.....Date assumed position.....

Winter address.....

Visitor's signature.....Date of visit.....

Visitor's camp, agency or professional affiliation.....

.....

Visitor's position.....

Visitor's summer address.....Phone.....

.....

Visitor's winter address.....Phone.....

.....

BASIC DATA

Camp Co. No.

Name of camp. Year established.

Camp address.

..... Camp phone

Name of sponsoring agency or owner.

.....

..... Phone.

Name of individual in whose name OCA camp membership is held.

.....

Name of camp director.

No. of years associated with this camp or camps operated by this sponsoring agency.

Director's winter address.

.....

Length of camp season.

No. of periods. Length of periods.

There should be continuity in this camp experience over a period of not less than two weeks. Camp should operate five continuous days each week during the camp period.

Highest total of campers at one time.

No. of boys. No. of girls.

Total number of staff. (Unless otherwise indicated, staff means all employed persons.)

Constituency by age (circle youngest and oldest campers, put checks above ages having largest number of campers)

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 over 18

IMPORTANT GENERAL INSTRUCTIONS

Must be read and material prepared prior to visit.

It will facilitate matters if the camp director will go through this whole book prior to visit, in order to have as much material as possible prepared in advance. Use this copy of the study as your work book. The visitor will be carrying an unused copy with him to be returned to the Standards Committee containing your final report.

Prior to the camp visit, the director should tabulate his complete* staff under the following headings:

(*1 M.S.)

* Complete staff includes administrative and non-program staff, program specialist, counselors, and assistant or junior counselors.

a	b	c	d	e	f	g	h
Name	Position	Birth	Years	School	New	Held	Years
or		Date	Camp	Grade	Staff	Over	Camper
Payroll			Staff	Compl'd			Experience
Number			Experience				

Note: with regard to:

- c Birth Date... the day, month, year are to be included.
- d Years Camp Staff Experience... "Staff" indicates that the person has held staff responsibilities at any camp. (Does not include CIT experience.)
- f New Staff... refers to those persons who have no previous association (as staff, campers or CIT's) with this camp operation.
- g Held Over... refers to persons who have had previous association (as staff, campers or CIT's with this camp operation.
- h Years camper experience... refer to Camper (or CIT) Experience in this camp.

From this tabulation, the answers to sections 48 to 63 will be readily available, saving considerable time during the actual visit. This tabulation must be returned with "The Study" to the Standards Committee.

The camp director should have on hand, and be thoroughly familiar with the following publications:

- 1 Province of Ontario Ministry of Health Regulations 518-1960.
- 2 Booklet supplied by RCMP Safety Afloat.
- 3 If riflery is a camp activity, instruction and regulations from the Dominion Marksmanship Association.
- 4 Business Principles in the OCA

MANDATORY STANDARDS

FOR CHILDREN'S DAY CAMPS

The following are standards and precepts which are held as being mandatory by the Ontario Camping Association. Adherence to them determines the initial and continued accreditation of the member camp. Desirable practices are listed throughout the book to enable the camp director to improve and maintain his own operation, principles and procedures. His observance of them determines whether the association declares him eligible or ineligible for accreditation. But the MANDATORY STANDARDS MUST BE CERTIFIED (by the camp) AND VERIFIED (by the visitor) IN ORDER TO MERIT AND MAINTAIN ELIGIBILITY FOR ACCREDITATION.

1 Tabulate staff lists as shown:

a	b	c	d	e	f	g	h
Name	Position	Birth	Years	School	New	Held	Years
or			Camp	Grade	Staff	Over	Camper
Payroll			Staff	Compl'd			Experience
Number			Experience				

2 Camp conforms to all pertinent local health and sanitation regulations, and where applicable holds a licence from the Ontario Department of Health.

Current licence No. _____

3 The camp holds a form signed by the parent listing the camper's physical disabilities or allergies or any other pertinent health information of which the camp should be aware. In addition, the camp has the following information on the form:

- a Parents' home telephone number
- b Parents' business telephone number
- c Emergency numbers, other than a or b
- d Doctor's name and number
- e OHIP number.

4 The camp water supply has been tested and approved by the Ontario Ministry of Health, both prior to camp and regularly during the camping season. In addition, proper steps are taken to render unknown water safe before use.

5 The camp director has had at least two seasons of leadership experience in an organized camp, recreational, or educational situation.

6 The director is 21 years of age or older.

7 There are facilities or areas in the camp to enable staff to have privacy from campers at off-duty times.

- 8 General safety practices regarding watercraft, comply with those set out by the Federal Department of Transport regulations.
- 9 Emergency telephone numbers are posted (near telephones) for fire department, police, hospital and/or physician on call.
- 10 Staff are familiar with camp emergency procedures regarding accidents and disasters. Drills to practise these procedures are carried out regularly.
- 11 The camp director personally carries out safety inspections of all camp facilities and immediately takes action to remedy any hazardous situations.
- 12 A responsible person, appropriately trained, is assigned to each ten campers on all trips away from the camp (exclusive of transportation regularly involved in getting campers to and from camp or to swimming instruction etc.). The number of such persons is never less than two.
- 13
 - a The person in charge of an out-of-camp trip (overnight or longer) is at least 18 years old, is familiar with the territory, and is aware of the location where help can be obtained in case of an emergency.
 - b The person assisting on an overnight or longer trip is at least 16 years old.
- 14 The camp has a registration or enrolment form for each camper, providing important information about the child, and written consent of parent or guardian, for camper's attendance and participation in activities.
- 15 All road transportation equipment is maintained in safe operating condition, and meets the requirements of the Ontario Ministry of Transportation and Communications.
- 16 Drivers of camp vehicles are properly licenced.
- 17 The number of campers in transportation units does not exceed the available seating capacity of such units. There is at least one supervisory person in each vehicle other than the driver.
- 18 The camp knows and follows all aspects of the Ethics and Business Practice of the Ontario Camping Association.
- 19 The camp adequately provides all facilities and activities listed in its brochure.
- 20 The camp has accessible telephone or means of immediate communication with a source of aid. If other than telephone, state means of immediate communication used.

- 21 The camp has in attendance a registered nurse or a qualified first aid person holding a St. John Ambulance or Red Cross First Aid Certificate.

NOTE

These standards are listed here and are to be replied to in question form in the following portion of the book where applicable. The only exception is No. I (Staff List) which is requested and described fully on page 4.

DESIRABLE PRACTICES FOR CHILDREN'S

DAY CAMPS

NOTE: *indicates Mandatory Standard number

HEALTH AND SANITATION

Camp No.....

YES NO Leave blank
for Commit-
tee use only

QUESTIONS:

- 1 Conforms to all pertinent local health and sanitation regulations, and where applicable holds a licence from the Ontario Ministry of Health.

_____ (* 2 M. S.)

Current licence No. _____

- 2 a The camp holds a form signed by the parent listing the camper's physical disabilities or allergies or any other pertinent health information of which the camp should be aware. In addition, the camp has the following information on the form:

- a Parents' home telephone number.
b Parents' business telephone number.
c Emergency number, other than a) or b).
d Doctor's name and number.
e OHIP number.

_____ (* 3 M. S.)

- b A physical examination by a physician and a medical history are requested within the two month period prior to arrival in camp.

- 1 For staff
2 For campers

This can be answered "Yes" only if this is required of all campers or staff, regardless of religious beliefs; attach a separate sheet stating the camp's policy in making an exception, especially statements that are required of parents.

YES NO Leave blank
for Commit-
tee use only

A Medical History Form is available at the OCA office.

3 a The Medical History of the camper, (item 2b);
is available in camp.

b Camp maintains a definite policy for health
supervision of campers and staff at all times
including such times campers are on out-of-
town trips (over-night or longer).

Camp has:

i In-camp report of camper and staff visits to
infirmary and emergency treatments.

ii Camp has in attendance a registered nurse or
qualified first aid person holding a St. John
Ambulance or Red Cross First Aid Certificate.

_____ (*21 M.S.)

4 Arrangements have been made with a local physician
to be on call, or arrangements for emergency treat-
ment made with a local hospital.

These arrangements relative to physician may include
periodic visits as well as being available whenever
required

Name of doctor or hospital _____

Address _____

5 Camp has properly equipped first aid area and a designated
location for quiet rest.

There is an adequate area and sufficient supplies for
emergency treatment taking into consideration the
number of campers and staff.

6 a The camp has an accessible telephone or means of
immediate communication with a source of aid.
If other than telephone, state means of immediate
communication used.

_____ (*20 M.S.)

b Camp has ready access to a second phone

YES NO Leave blank
for Committee
use only

- 7 Emergency telephone numbers are posted near telephones for fire department, police, hospital and/or physician on call. _____ (*9 M. S.)
- 8 Suitable transportation is available at all times in the event of emergency _____
- 9 Staff are familiar with camp emergency procedures regarding accidents and disasters. Drills to practise these procedures are carried out regularly. _____ (*10 M. S.)
- i It is advisable to have a definite procedure in case of emergencies. This will include first aid, parental notification, names of doctors, nurses, telephone numbers, to be called, transportation procedure. Some plan should be made in advance about the avoidance of panic in such an emergency, about public relations etc.
- ii Although every staff member is not expected to hold a first aid certificate there should be some instruction given to all staff members who will be in charge of campers at any time:
- a In recognition of possible symptoms.
- b Procedures to follow in case of accident or illness.
- c The danger of administration of medication.
- 10 Are toilets adequate in number and in cleanliness. _____
- There is a ratio of 1 toilet or privy seat for every 20 persons.
- 11 Hand washing facilities are available near toilets. _____
- 12 The camp water supply has been tested and approved by the Ontario Ministry of Health, both prior to camp and regularly during the camping season. In addition, proper steps are taken to render unknown water safe before use. _____ (*4 M. S.)
- 13 Milk is pasteurized. _____
- 14 Purified water is used for reconstituting powdered milk in camp and on trips. _____

FOR CAMPS WHO SERVE FOOD IN A DINING AREA

YES NO Leave blank
for Committee
use only

- 15 a A dietitian or experienced food consultant is employed
or has been consulted in planning menus. _____
- b Food handlers must comply with Ontario Ministry
of Health regulations. _____
- 16 Refrigeration for milk and perishable foods is
maintained at a temperature of not over 50 degrees
F. and as recommended by the Ontario Ministry of
Health. _____
- 17 Food storage, preparation and service space, and
equipment are maintained clean and free from dirt
and insects. _____

FOR CAMPS WHICH DO DISHWASHING

- 18 Dishwashing procedures and care of equipment comply
with Ontario Ministry of Health Regulations. _____
- 19 Liquid wastes are disposed of by facilities constructed
and operated as required by and at locations approved
by, the Ontario Ministry of Health or local board of
health. _____
- 20 Garbage and rubbish cans are:
a Metal or plastic, waterproof, flyproof, and
covered. _____
- b Emptied and cleaned daily. _____
- c Garbage and rubbish is hauled away from the
camp for disposal _____
- OR
- If disposal is within the campsite it is by complete
incineration or burial under six inches of well tamped
earth. _____
- d Surroundings of garbage and rubbish receptacles
are maintained clean and dry. _____
- 21 Camp maintains control of insects and rodents in
buildings and poisonous weeds in area of predominant
use. _____

HEALTH AND SANITATION TOTALS

YES NO Leave blank
for Committee
use only

SCORE: $\frac{\text{X 100}}{\text{maximum}} = \%$

CAMP SITE FACILITIES AND EQUIPMENT

- 22 Camp site provides privacy from general public, and is so located that the program does not suffer by continuous visitors, or the general public. _____
- 23 There are facilities or areas in camp to enable staff to have privacy from campers at off-duty times. _____ (*7 M S.)
- 24 The camp should be located within a reasonable distance from campers' homes depending on transportation available. One hour should be the maximum travelling time one way. _____
- 25 The camp site is free from unnecessary hazards. _____
- The safety of the campers should determine the answer to this question. Staff should be made aware of potential hazards in the area around the camp, such as poison ivy, overhanging cliffs, railway or public highway running through the camp property.
- 26 The camp director personally carries out safety inspections of all camp facilities and immediately takes action to remedy any hazardous situations. _____ (* 11 M.S)
- 27 The camp site has proper drainage. _____
- 28 The campsite provides natural resources that make possible an outdoor living experience. _____
- 29 All buildings or other structures are constructed properly and are maintained in safe condition and in accordance with local building codes. _____
- 30 All electric wiring and light fixtures are installed in accordance with local building codes and Ontario Hydro approved. _____

YES NO Leave blank
for Committee
use only

- 31 All electric wiring and light fixtures are maintained in good repair.

- 32 There are sufficient facilities kept in safe operating condition to carry out stated objectives and program.

There should be a qualified, mature and experienced instructor in charge of each activity. If any activity is listed in the camp brochure or publicity, there should be sufficient equipment to carry out this objective.

- 33 Swimming pools or waterfront areas are kept in a clean, safe and orderly condition and comply with all local regulations.

The visitor and camp director may decide that "Yes" or "No" does not apply since conditions could be better. In that case, they may mutually choose a figure between zero and 10 which may express the condition to better satisfaction. Please circle figure chosen where 0 is "no" and 10 is "yes"

0 1 2 3 4 5 6 7 8 9 10

- 34 Camp has sufficient land available for program activities. This may include crown lands, and public parks adjacent to or easily accessible to camp property.

- 35 Adequate provision is made for shelter of campers during inclement weather and for the continuation of program.

- 36 Explain if a site other than the day camp site is used for overnights; it should meet all standards as described below:

a Camp site is located away from undesirable resorts.

b Camp site assures privacy.

YES NO Leave blank
for Committee
use only

- 36 c Camp site provides good drainage. _____
- d Camp site is protected from unnecessary hazards. _____
- e Camp site provides natural resources. _____
- f All buildings and other structures, equipment and facilities are in safe condition. _____
- g Adequate provision is made for shelter of campers during inclement weather. _____
- 37 When trips are made out of camp all equipment is in good repair and facilities are available in event of inclement weather for protection of campers and food supplies. _____

CAMP SITE FACILITIES AND EQUIPMENT TOTALS

SCORE: $\frac{\text{X } 100}{\text{maximum}} = \%$

PROGRAM

- 38 OBJECTIVES The camp has objectives in the following areas:

Fun and adventure; health and safety; human relationships; reverence for life; knowledge and appreciation of the natural world; and the fulfilment of a camper's potential. _____

- 39 The camp adequately provides all facilities and activities listed in its brochure. _____ (* 19M.S.)
- 40 Program activities are geared to all ages, abilities, limitations and interests of the campers. _____

Does the camp program permit children to have a progressive experience by building on past knowledge?
Is the type of activity and the amount of time spent on any one activity appropriate for the age of the child?

Illustrate.....

.....

.....

.....

- 41 There is opportunity for cooperative planning of activities by the campers and camp staff.

Explain,

.....

Some of the possible examples may be:

- regularly scheduled camp councils with corresponding group meetings in a smaller group, such as a cabin or unit
- small unit or cabin group meetings to determine program activities for that particular group. These could include discussions on a method of keeping the living quarters clean; what to do about a visiting chipmunk; what the group will do during a certain period of the day
- certain activities may be planned by a cabin group so campers have the opportunity to share in deciding the how, when, where and what of an activity.
Examples: planning a cookout or overnight, fishing trip or hike.

- 42 The program provides opportunities for:

- a Individual activity-this means that the child with guidance, within limits and under adequate supervision, can select certain activities on a voluntary basis at some time during the program.
- b Rest and quiet-adequate periods of rest are scheduled, with the amount dependent upon the age group and physical needs of the child.
- c Small group activity-these are generally considered to be approximately 10 minutes.

YES NO Leave blank
for Committee
use only

- 42 d Occasions involving the whole camp or large groups-
this covers more than all camp swim, or eating
together, but includes such things as stunt nights,
camp fires, evening programs, special days,devot-
ional or inspirational services.

- 43 The camp program provides flexibility in the choice of
certain daily activities by each group.

- 44 The camp philosophy and program provide opportunity
for strengthening family relationships and parent under-
standing of the program objectives.

These may be conveyed through:

Information-gathering relative to the needs, interests
and characteristics of the camper, so that the camp
may better aid his or her development as an individual.

Evaluation letter to the parents from the counsellor or
director.

Visitors' Day(s), Parents' Night.

Counselor -Parent(s) dialogue on the first day or Visitors'
Day.

Telephone introduction by the counselor during pre-camp.

- 45 There are opportunities for the camper to:
- a Learn new camp skills and other activities common to
camp life.
- _____
- b Participate in group projects, special events and
ceremonies, social activities. Each camper is
encouraged to participate actively at times, and
not merely observe someone else.
- _____
- c Share in care and improvement of camp. This
should aim in part to help the camper understand
his responsibilities for equipment, grounds and
for sharing in the care of camp and its facilities,
such as taking care of his cabin or tent, and

YES NO Leave blank
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45 c belongings, helping in the dining room, kitchen,
helping with garden, etc.

d Increase his or her knowledge of the world in
which he or she lives.

e Learn and understand his or her relationship to
camp environment. Use the camp environment
so that campers have a chance to do things they
cannot normally do in the city. Include activities
that could not be carried out if the same group
were together in town. It will help if the examples
listed can be as complete as possible, so as to get
a picture of all the various ways this is being
carried out. Some of the possible examples may be:
through staff training, there is emphasis on a
counselor's opportunities to tie in the natural
environment with other activities, and to stimulate
a camper's curiosity and interest in his surround-
ing world.

overnight hikes, etc.

use of natural materials in program activities,
weaving, dyeing, etc.

f Participate in planning and preparing meals. This
refers to small group activity, but may include
either indoor or outdoor cooking and meal prepar-
ation. It should be an actual experience of the
camper, not merely an observation with the counse-
lor doing the work.

g Create spiritual responses to camping experience.
There should be definite plans on the part of the
administration for helping counsellors to help
children to verbalize and think of natural wonders,
human relationships; this therefore involves enviro-
nment and experiences.

46 The program encourages the observance of:

a Health and safety rules

YES NO Leave blank
for Committee
use only

46 b The practice of good habits of neatness and
punctuality

c Individual initiative

d Consideration for others

Meal times are suitably established and observed.

47 a The camp regularly evaluates its objectives.

b The camp regularly evaluates its program in
terms of the camp objectives.

PROGRAM TOTALS

SCORE: $\frac{\text{X 100}}{\text{Maximum}} = \%$

LEADERSHIP PERSONNEL - DEFINITIONS

Administrative and Non-Program Staff includes directors, head counselors, nurse, doctor, dietitian, business manager, bus drivers, kitchen, office and maintenance staff.

Program Specialist refers to those classified with such titles as waterfront director and other activity directors whose major responsibility is that of supervision and/or teaching of any given activity.

Counselor A camp counselor is a qualified person employed by a camp to assume full responsibility for a group (not exceeding 10 in number) of campers. At the same time it is recognized that in the relatively new field of teen-age day camping where shared leadership is being developed, a ratio of up to one leader to 15 campers may exist. A counselor is responsible to the camp director or a delegated supervisor. A counselor may assist in the direction and instruction of activities as secondary responsibility, but the major responsibility is toward the total care, welfare and program of 10 or less campers.

Assistant or Junior Counselor may be a person employed or assigned to assist a camp counselor in the care and welfare of a group of 10 or less campers. Certain authority and responsibilities may be delegated to or assumed by an

assistant or junior counselor. However, they should never have the full responsibility of supervising a group.

Counselors in Training are those members of the camp whose primary function is to participate in a planned training program to prepare him for a future position as a camp counselor. It is expected that a written evaluation will be given. This may take the form of a certificate or letter of assessment. He is not a staff person.

48 Counselor -camper ratio.

In computing the number of counselors, do not include administrative staff, junior counselors, or counselors in training.

Total number of campers in fullest camping period. _____

Number of campers 5 years old and under. _____

Number of campers over 5 and under 8 years. _____

Number of campers 8 to 12 years. _____

Number of teen-age campers 13 years old and over. _____

Similarly: number of counselors during the above period.

If campers are 5 years old and under, 1 counselor for _____ campers.

If campers are over 5 and under 8 years, 1 counselor for _____ campers.

If campers are 8 to 12 years, 1 counselor for _____ campers.

If campers are teen-age, 13 years and over, 1 counselor for _____ campers.

For campers 5 years and under a ratio of 1 to 6.

For campers over 5 and under 8 years a ratio of 1 to 9.

For campers over 8 years a ratio of 1 to 10.

49 Number of counselors 18 years or older. _____

Number of counselors under 18 years of age. _____

50 Number of counselors who have completed grade 12. _____

Number of counselors who have not completed grade 12. _____

YES NO Leave blank
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use only

51 The camp director has had at least two seasons of leadership experience in an organized camp, recreational or educational situation. _____ (*5M. S.)

52 Director has had experience in administration and working with groups. _____

53 Director is a graduate of college or university or has equivalent background. _____

54 Director is 21 years or older and exhibits qualities or maturity and leadership _____ (*6M. S.)

55 To whom is authority delegated in the absence of the director? _____

Age _____ Qualifications _____

56 The camp uses a written job description for all types of positions in hiring and supervising staff. This is written material that describes responsibilities and duties of each camp position. It is material prepared without reference to a specific individual. Information found in general correspondence between employer and employees is not considered to be a job description. _____

57 For selection of all personnel camp uses:

a application forms _____

b references _____

c personal interviews _____

d if applicant has been associated with another camp or children's organization, do you obtain a written or verbal reference from this source? _____

(See Business Principles under the O. C. A.) _____

YES NO Leave blank
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- 58 Camp has a training program in addition to training prior to camp opening.

Describe _____

- 59 Does the camp plan and conduct a pre-camp training program?

As the term implies, this refers to staff training that is conducted immediately prior to opening of camp. It is specifically a training course which provides an opportunity for staff members to get acquainted with one another, with the camp philosophy, with the camp site, with facilities, to learn objectives and programs, their specific jobs, and to become a working team.

Training shall be at least 24 hours in length, 16 of which should be on the camp site.

- 60 Camp has in-service training program throughout season, including program evaluation, individual job evaluation and group discussion through staff meetings.

Describe _____

- 61 Camp has written personnel policies covering such matters as remuneration, time off, illness, job description, evaluation, personal conduct, conditions of re-employment, etc.

- 62 Camp uses written contract with all personnel receiving salaries or wages.

- 63 There is sufficient staff continuity of total staff personnel to give some stability. Minimum requirement might be 1/4 to 1/3 of the total programming and counselling staff, and previous CIT's.

No. held over _____ No. of new staff _____

YES NO Leave blank
for Committees
use only

- 64 There are procedures through which staff members may readily express themselves on matters of camp policies and regulations, including those that affect themselves. These procedures might be: individual conferences, staff meetings, suggestion boxes, etc.

LEADERSHIP TOTALS

SCORE: $\frac{\text{X 100}}{\text{Maximum}} = \%$

SAFETY

- 65 The waterfront director or supervisor has Red Cross, YMCA or Royal Life Saving Society qualifications as per OCA standards.

- 66 The waterfront director is 18 years old or over. It is recommended that the waterfront director has had at least one year's prior experience assisting a qualified waterfront director.

- 67 Persons are free from other duties while on lifeguard duty.

- 68 There is a camp rule against:
a swimming alone

- b swimming after dark without adequate precaution and lighting

- c swimming without proper supervision

- 69 When swimming, the buddy system is used by everyone, staff and campers alike.

OR

- 70 A check board or other suitable checking system is used for everyone in the swimming area.

- 71 There is at least one lifeguard for every 10 persons swimming.

YES NO Leave blank
for Committee
use only

72 Individual swimming tests are conducted before swimmers are allowed beyond their depth.

73 Swimming is restricted to an enclosed approved area.

74 If swimming out of approved area, swimmers are accompanied by a boat manned by two persons, carrying approved life saving equipment.

75 Non-swimmers are restricted to enclosed shallow water area.

76 The camp director, or operator, carries out regular personal inspections of waterfront equipment to ensure safe conditions. Practices and equipment for waterfront comply with Red Cross Society, or Royal Life Saving Society standards or those of an organization with equivalent standards.

77 There are written and posted safety rules for use of watercraft and swimming, applying to campers, staff, and visitors alike.

78 Precautions are taken against overloading watercraft. Information re power boats can be obtained from RCMP.

79 General safety practices regarding watercraft, comply with those set out by the Federal Department of Transport regulations.

_____ (*8M.S.)

80 A check-in system is used for boating.

81 Non-swimmers when in boats:

a Are accompanied by a competent adult.

b Wear life jackets.

82 a Water skiers wear life jackets when skiing.

b Each water ski boat has an operator and at least one spotter.

YES NO Leave blank
for Committee
use only

- 83 Boats, other than those used for lifeguard purposes are banned from areas being used for swimming. _____
- 84 Precautions are taken so that the waterfront, dock areas, swimming areas or swimming pools are safeguarded during off-activity periods. _____
- 85 There are provisions for closing off entrances to waterfront areas and swimming pools, (all swimming pools are fenced). _____
- 86 The director inspects all fire protection facilities:
- a Fire extinguishers and other suitable fire fighting equipment placed at strategic and easily accessible points. _____
 - b Containers for gasoline or other flammable materials are properly marked and stored at a safe distance from other buildings. _____
 - c The above materials are used only under qualified supervision. _____
- 87 Camp provides adequate length of fire hose, if water under pressure is available. (Please indicate if water is not under pressure.) _____
- 88 Fireplaces and chimneys are properly built and protected. _____
- 89 Fireplaces, chimneys and kitchen ranges are inspected annually prior to the opening of camp. _____
- In some townships of Ontario, building permits are required when building or remodelling. Local by-laws exist for fireplace and and chimney constructions.
- 90 Pre-camp arrangements are made for fire protection with available local facilities. _____

YES NO Leave blank
for Committee
use only

91 Where applicable, fire permits are obtained from the Ontario Ministry of Natural Resources or local authorities, before operating an incinerator or lighting open fires.

92 Second story sleeping accommodation is provided with adequate fire escape facilities.

93 Procedures for fire drill, emergency action for accidents or any natural disaster are planned and practised.

94 a If riflery is included in the camp program, fire-arms are used and stored under qualified supervision. (Please indicate if riflery is not included in camp program)

It is recommended that visitors refer to and become familiar with the Dominion Marksmanship standards when visiting camps that conduct a riflery program.

b If archery is included in the camp program, bows and arrows are used and stored under qualified supervision. (Please indicate if archery is not included in camp program)

c If riding is included in the camp program, is it planned and conducted in a manner to ensure safety to all participants. It is recommended that helmets be worn.

Safety measures include the careful selection of riding instructors; horses suited to the varying abilities of the campers; careful supervision and maintenance of equipment.

95 a A responsible person, appropriately trained, is assigned to each ten campers on all trips away from the camp (exclusive of transportation regularly involved in getting campers to and from camp or to swimming instruction etc.) The number of such persons is never less than two.

_____ (*12M.S.)

YES NO Leave blank
for Committee
use only

- b The camp has a written record of every extended (overnight) trip away from camp.

For canoe, riding, or hiking trips in particular, where the group is out of touch with the camp for several days, written record should be kept under the following headings: date of departure; due date of return; name of all personnel; counselor in charge; counselor assisting; route of trip; food taken on trip; first aid supplies taken on trip; anticipated camp sites each night away from camp.

- 96 Camp regulations regarding swimming and watercraft are observed on all out of camp trips.

- 97 a The person in charge of an out-of-camp trip (overnight or longer) is at least 18 years old, is familiar with the territory, and is aware of the location where help can be obtained in case of an emergency.

- b The person assisting on an overnight or longer trip is at least 16 years old.

_____ (*13M. S.)

- c Person in charge of an overnight or longer canoe trip has had instruction in first aid and lifesaving, and a first aid kit is carried.

- d Counselor has been cautioned against the purchase of food (especially milk) or use of water from questionable sources.

- 98 Safety rules are observed in the use of tools and power tools.

Maintenance equipment is kept in a tool shop under the control of a member of the maintenance staff. Craft equipment is stored properly under the supervision of a craft instructor.

- 99 Campers are not permitted to take tools and use them carelessly. Power tools have safety devices to prevent accident.

SAFETY TOTALS

SCORE:

$\frac{\text{X } 100}{\text{Maximum}}$

=

%

ADMINISTRATION

YES NO Leave blank
for Committee
use only

100 Camp has the following records or copies on the camp site.

a Budget: It is not necessary that the visitor study the camp budget. Evidence of such a record is sufficient to indicate that funds are expended in the proper areas and the director has done his best to operate efficiently. _____

b Financial Statement It is necessary that the visitor be assured that the camp maintains a complete and recent financial statement. Because financial statements are usually prepared from a complete appraisal of camp financial operation, evidence of a statement indicates good business practice. _____

c Food Records Food records should include invoices of food purchases; menus of meals served, menus of food supplies issued for canoe trips. _____

d Inventories Lists of supplies used in camp operation. Inventory of athletic supplies, arts and crafts supplies, kitchen and dining room supplies. _____

e The camp has a registration or enrolment form for each camper, providing important information about the child, and written consent of parent or guardian for camper's attendance and participation in activities. _____ (*14 M.S.)

The minimum requirements on a camp registration form should include full name of camper, age, home address, home phone, and one or both parents or guardians' names, occupational location of father, and any other address of either or both parents during the camper's stay in camp, name, address and phone number of family doctor, dates and times to be spent in camp; an agreement between parent and camp, relative to the welfare, care and permissible activity of the camper, and parent's or guardian's signature. (Other information as determined by the camp administration is, of course, permissible.)

YES NO Leave blank
for Committee
use only

f Record of Camper's Progress. A method of recording each camper's activities, goals achieved, tests passed and participation in camp functions.

g Record of Health Examination and/or a statement including the disclosure of any limitations which would affect activities, available to persons concerned.

This can be the same form as item 2a under Health and Sanitation.

h A record of first aid and medical treatment of campers, staff and other persons, as well as a written report of each accident is kept on file.

Where staff is covered by Workmen's Compensation, a duplicate of the claim form should be retained in camp for future reference.

Where campers are covered under an insurance, health and accident plan, a duplicate of the claim form should be retained in camp for future reference.

Above reports should include statements from witnesses and investigating officers.

i Reports of program from previous years. Files are kept on planning and procedure for various activities and special day programs.

101 INSURANCE

a Workmen's Compensation. Not compulsory, but it is the best value in insurance for a camp director.

b Comprehensive liability. Not compulsory, but a most necessary type of insurance when dealing with the public.

YES NO Leave blank
for Committee
use only

c Motor Vehicle

d Motor Vehicle - non owner

e Fire and extended coverage

f Health and accident for campers

The camp knows and follows all aspects of
the Ethics and Business Practice of the
Ontario Camping Association

_____ (*18M. S)

ADMINISTRATION TOTALS

SCORE: $\frac{\text{X 100}}{\text{Maximum}} = \%$

TRANSPORTATION

102 All road transportation equipment is maintained in safe
operating condition, and meets the requirements of the
Ontario Ministry of Transportation and Communications

_____ (*15 M. S.)

103 A program of transportation safety education is carried
on for staff members, campers and drivers

Explain.

.....

104 Drivers of camp vehicles are properly licenced.

_____ (*16M. S.)

105 Each driver of a camp vehicle has been selected for
dependability, good habits and unquestionable good
character.

106 Each driver who is involved in transporting campers
is at least 21 years of age.

YES NO Leave blank
for Committee
use only

107 Each driver has had at least one year's experience as a driver.

108 The number of campers in transportation units does not exceed the available seating capacity for such units. There is at least one supervisory person in each vehicle other than the driver.

_____ (*17 M.S.)

109 Each transportation unit carries adequate first aid equipment.

110 The camp provides adequate supervision in transportation units. In a vehicle which carries more than 8 campers, a counsellor is provided in addition to the driver.

111 If the camp charters transportation units, the owners of such vehicles have produced evidence that they are fully licensed and insured for operation in the Province of Ontario.

112 Where campers are picked up in various areas, safety procedures have been explained to both campers and parents.

113 A plan exists for a procedure to be followed in event of transportation emergency or vehicle breakdown.

TRANSPORTATION TOTALS

SCORE: $\frac{\text{X } 100}{\text{Maximum}}$ = %

THIS IS FOR USE OF STANDARDS COMMITTEE

(Visitors will leave this entire section blank)

Where a question does not apply there is no scoring in either column. Therefore, for each camp there will be a different maximum possible score.

STUDY OF CAMPING PRACTICE SCORE			
Camp	Score	Maximum Score	%
Health & Sanitation			
Camp site, Facilities & Equipment			
Program			
Leadership			
Safety			
Administration			
Transportation			
TOTAL			

ALL MANDATORY STANDARDS HAVE BEEN MET: YES _____ NO _____

